

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 45**  
**MARCH 21, 2012 – WORK SESSIONS**

**Public Works**  
**Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, February 21, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair                      **Staff:** Pam Dill  
                                 Kelly Emerson, Member  
                                 Angie Homola, Member

**Staff Present:** Bill Oakes, Director, Steve Marx, Devin Joslin, Connie Bowers, Joantha Guthrie, Bryant Mercil

**Others Present:** Elaine Marlow, Budget Director. Rufus Rose, Jeff Lauderdale, Steve Erickson

Record @00:05

**Roads**

**Subject/Description:** CRAB Reports for 2011 – Annual Certification

**Attachment:** 2011 CRAB Reports

**Action Requested:** Traffic Law Enforcement Certification 2011, Fish Passage Barrier Removal Certification 2011, Annual Certification 2011

**Follow Up:** Okay with full Board to move forward to Monday's meeting.

**Subject/Description:** Polnell Road – Speed Limit Change Request

**Attachment:** Memo & Map

**Action Requested:** Approval to conduct a speed study and field review of the entire length of Polnell Road in response to a speed limit reduction petition.

**Follow Up:** Okay with full Board.

**Subject/Description:** Coles Road – Speed Limit Change Request

**Attachment:** Memo & Map

**Action Requested:** Chief Randy Heston of the Langley Police Department requested a speed limit reduction on Coles Road from Brooks Hill Road to near the access for the City of Langley's Wastewater Treatment Plant. Bill is seeking approval from the Board to waive the requirement for a petition.

**Follow Up:** Okay with full Board to waive the requirement for a petition and conduct a speed study to reduce the speed limit on Coles Road from Brooks Hill Road to Strider Road.

**Public Works**

**Subject/Description:** Island County Fairgrounds

**Attachment:** Preliminary Engineer's Cost Estimate

**Action Requested:** Preliminary Engineer's cost estimate – Materials for Restroom/Shower Facility at the Island County Fairgrounds; Cost Estimate: \$61,000.00.

**Follow Up:** Okay with full Board to move forward with Memorandum of Understanding with the Island County Fair Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 46**  
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**Subject/Description:** Introduction to Island County Parks Property inventory

**Attachment:** maps

**Information:** Joantha Guthrie reviewed with the Board properties proposed to be managed by the Parks Department; properties in which the Parks Department has some grounds maintenance responsibility; properties not managed nor maintained by the Parks Department and potential properties for divestment.

**Island County Auditor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, March 21, 2012, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair                      **Staff:** Pam Dill  
                                 Kelly Emerson, Member  
                                 Angie Homola, Member

**Present:** Sheilah Crider, Auditor, Anne LaCour

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Steve Erickson, Maddie Rose

Record @01:04:12

**Subject/Description:** Update on Grant reporting for departments

**Attachment:** none

**Information:** Grant reporting was due February 17, 2012. Still have several departments that have not submitted.

**Follow up:** Update at next work session.

**Subject/Description:** Redistricting

**Attachment:** draft resolution, Island County Voting Precincts map

**Action Requested:** Adopt resolution creating new precincts to conform to State Law regarding an increase in the maximum number of registered voters allowed in any one precinct and final adjustments to all precincts adjacent to the City of Oak Harbor reflecting adopted annexations.

**Follow up:** Okay with full Board to move forward to schedule a public meeting and adopt the resolution.

**Subject/Description:** Petty cash request for Human Services Director

**Attachment:** none

**Action Requested:** Pulled from agenda.

**Human Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 21, 2012 at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Maddie Rose, Dennis Bodley

Record @01:34:21

**Subject/Description:** Changes to HR forms and process

**Attachment:** yes

**Discussion:** Melanie recommended the following:

- Eliminate the current PAA form and replace it with a Job Requisition and Status Change Form – Okay with full Board
- Eliminate work session/regular session Board approval of PAA's for replacement positions at the same pay grade, at first level starting pay – Commissioner Price Johnson and Commissioner Homola were not in favor of the change at this time.
- Eliminate regular session Board approval of all other PAAs once approved at work session – Okay with full Board.

**Subject/Description:** Policy revision - Employee Compensation Plan (cont from 7/13/11)

**Attachment:** draft 2.01.008 – Employee Compensation Plan

**Action Requested:** Approval of revisions to the Employee Compensation Plan, revising it from a step increase program for non-represented employees to a performance based program.

**Follow up:** Okay with full Board.

**Planning & Community Development**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 21, 2012 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director, Paula Bradshaw, Andrew Hicks, Karen Steward, SMP Coordinator, Troy Davis

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Steve Erickson, Maddie Rose, Reece Rose

Record @01:45:06

**Subject/Description:** Shoreline Master Program timeline

**Attachment:** Proposed schedule

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**Action Requested:** Karen Stewart, SMP Coordinator, reviewed the proposed BOCC Shoreline Master Program (SMP) schedule. The Planning Commission will hold evening public meetings in August in Coupeville, Freeland and on Camano. In September the Planning Commission would begin the formal public hearing process. Reserve time on work session agenda starting in June and July for a preliminary look at the documents

The following changes were made to the Board's schedule:

- September 24, 2012 – Commissioners Hearing Room - change from 2:15 p.m. to 4:30 to 7:30 p.m.
- September 25, 2012 – Camano Community Center - change from 2:00 p.m. to 4:30 to 7:30 p.m.
- October 15, 2012 - Commissioners Hearing Room - change from 10:15 a.m. to 6:00 to 8:00 p.m. (with video link to Camano)

**Follow up:** Karen Stewart will send the Board an updated schedule for both the Planning Commission and Board. Staff will reserve time during work session in June and July for the BOCC to take a preliminary look at the draft documents.

**Subject/Description:** Selection of the 2012 Docket

**Attachment:** Draft 5

**Action Requested:** Approval of the 2012 Annual Review Docket

**Follow up:** The Board approved moving Draft 5, dated 3/15/12, forward to the Board's Monday, March 26, 2012 meeting with the addition of Tree Retention/Land Cover as No. 4 under Other Items 2.

**Monthly Financial Reports**  
**From Auditor & Treasurer**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, March 21, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Present:** Tony Lam, Anne LaCour

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Mattie Rose

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Budget Director/GSA/IT**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 21, 2012, at 1:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director , Jenean Boggs

**Others Present:** Anne LaCour, Rufus Rose

Record @02:51:58

**Subject/Description:** Request by Auditor's Office to establish new fund for accounting purposes

**Attachment:** draft resolution

**Action Requested:** Establish Island County Natural Resources Fund. The newly created accounting fund will set up a process of financial accountability and transparency for the Natural Resources Department's program activities.

**Follow-up:** Okay with full Board to move resolution forward to Monday's meeting.

**Subject/Description:** Fairgrounds Pole Building Safety/Kiwanis Kitchen upgrade

**Attachments:** WA State AG Dept. Fair Grant

**Action Requested:** Interagency Agreement with WA State Department of Agriculture, Fairs Program for funding to repair and upgrade the kitchen in the Pole (Skarberg) Building at the Island County Fairgrounds; Contract No. K821; Amount: \$50,000.

**Follow-up:** Okay with full Board to move forward to Monday's meeting.

**Add-on**

**Subject/Description:** 2011 Conservation Futures Fund M & O Award

**Attachment:** none

**Action Requested:** Approval of Funding Agreement – South Whidbey School District #206 – Maxwellton Outdoor Classroom

**Follow up:** Pulled and moved to April 4, 2012 work session.

**Subject/Description:** Mailroom staffing

**Attachments:** none

**Discussion:** Elaine Marlow noted that she is continuing to work towards removing IT staff from the mail process.

Record Part @03:44:21

**Subject/Description:** Recommendation to replace employee ID badges

**Attachments:** Memo dated 3/21/12 from Jenean Boggs, to BOCC; examples of current and proposed badge

**Information:** Jenean Boggs briefed the Board on the proposal to update the Island County ID Badges by printing on double-sided credit card size plastic. Commissioner Homola suggested color-coding by department.

**Follow up:** Circulate via email to Elected Officials and Department Heads for comment and bring back a final proposal to the Board.

**Add-On**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 50**  
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**Subject/Description: Barnum Point Acquisition**

**Attachment:** Ltr dated 3/15/12 from Peter Scholes, The Nature Conservancy

**Action Requested:** The Nature Conservancy has requested a firm commitment of the County's purchase of property at Barnum Point on Camano Island, from the Nature Conservancy for \$1.0 million secured for the County from the state Aquatic Lands Enhancement Account (ALEA) grant. The Nature Conservancy has an option on the property that must be exercised by April 11, 2012.

**Follow up:** Bill Oakes will draft a letter, on behalf of a majority of the Board, to the Nature Conservancy with contingencies, including M & O and an out clause for Board review on Monday.

**Health Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 21, 2012, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff: Pam Dill**

**Staff Present:** Keith Higman, Director, Kerry Graves, Jill Wood, Suzanne Turner

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:10:54

**Administration**

**Subject/Description:** Leave without pay request

**Attachment:** none

**Action Requested:** Authorize a leave without pay request beginning on April 4, 2012 through April 30, 2012.

*Commissioner Homola move to authorize the Chair to sign a leave slip for a Public Health employee for leave without pay beginning on April 4, 2012 through April 30, 2012. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Department of Natural Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, March 21, 2012 at 1:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff: Pam Dill**

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**Staff Present:** Keith Higman, Director, Kerry Graves

**Others Present:** Elaine Marlow, Budget Director

Record @03:15:37

**Subject/Description:** Contract with Whidbey Watershed Stewards for Salmon Recovery Education & Outreach

**Attachment:** Contract No. DNR-03-12

**Action Requested:** Approval to contract with Whidbey Watershed Stewards to continue to assist Island County in completing education, outreach and habitat protection tasks required in the RCO/Salmon Recovery-Lead Entity Grant; Contract Period: 3/1/12-6/30/12; Contract Amount: \$8,805.00.

**Follow up:** Okay with full Board to move forward to a Monday meeting.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, March 21, 2012 at 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:** Helen Price Johnson, Chair      **Staff:** Pam Dill  
Kelly Emerson, Member  
Angie Homola, Member

**Others Present:** Elaine Marlow, Budget Director, Bill Oakes

Record @03:20:27

**Subject/Description:** 2012 2% Hotel-Motel Tax applications

**Attachments:** yes

**Action Requested:** Approval of 2% Hotel-Motel Tax Tourism Promotion applications.

- Island County Public Works/Parks for *Four Springs Lake Preserve*; Amount: \$7,000.00
- Trust Board of Ebey's Landing National Historical Reserve for *Ebey's Reserve Visitor Contact Stations: Providing essential visitor interpretive & tourism promotion for Central Whidbey*; Amount: \$10,000.00

**Follow up:** Okay with full Board to move forward with contracts.

**Subject/Description:** BOCC calendar

**Attachments:** none

**Discussion:** Commissioner Homola and Commissioner Price Johnson will be attending a Washington State Association of Counties' Board of Directors Meeting on May 2, 2012. The work session for that day will need to be cancelled and possibly rescheduled.

**Follow up:** Send email to affected departments.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 52**  
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BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board